MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION

AVIATION COMMUNICATIONS TECHNICIAN

JOB DESCRIPTION

Employees in this job participate in and oversee the performance of a variety of aviation and communications technician activities required to design, install, and maintain aviation navigation systems and equipment.

There are four classifications in this job title.

Position Code Title – Aviation Communications Technician -E

Aviation Communications Technician 9
This is the entry level. The employee in a learning capacity performs a range of aviation-communications technician assignments and receives close supervision.

Aviation Communications Technician 10
This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of aviation-communications technician assignments.

Aviation Communications Technician E11
This is the experienced level. The employee performs a full range of aviation communications technician assignments, including the piloting of small aircraft to work sites that require the exercise of extensive decision making that may include taking immediate actions with limited opportunity to consider various alternatives.

Position Code Title – Aviation Communications Technician -A

Aviation Communications Technician 12
This is the advanced level. The employee at this level serves either as a lead worker overseeing the work activities of other aviation-communications technicians, or as a senior worker performing the most complex aviation-communications technician assignments. Senior level employees perform complex assignments beyond those expected at the experienced level which have been approved by Civil Service.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Install, maintain and repair radio base stations, helicopter and airplane radios, radar devices, navigational improvements, and system modifications and updates.

Locate malfunctions in equipment and select methods and tools for repair.

Repair or replace defective parts to maintain equipment reliability.

Calibrate, maintain, and repair test instruments in order to assure accurate diagnosis of problems.

Periodically test equipment, measures frequencies, and solves interference problems.

Implement computer monitoring of navigational aids.

Participate in planning, installing and, in concert with the Federal Aviation Administration (FAA), the commissioning of navigation stations.

Participate in FAA investigations and write reports on findings.

Develop and write navigational approach plans for FAA approval.

Assess airport electronic needs.

Pilots plane to job site, including transport of other technicians assisting at site.

Participate in maintaining inventories of spare navigational station parts.

Conduct and participate in inspections of navigational stations and maintain signed logs as required by the FAA.

Perform related work appropriate to the classification as assigned.

Additional Job Duties

Aviation Communications Technician 12 (Lead Worker)
Coordinates work by scheduling assignments and overseeing the work of other aviation-communications technicians.

Oversees and assures work quality by requiring strict adherence to methods and procedures.

Explains work instructions and adapts, if necessary, pertinent general methods and procedures in order to meet the need of special projects.

Aviation Communications Technician 12 (Senior Worker)
Performs aviation-communications technician assignments that are recognized as the most complex on a regular basis.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the principles of aviation-communications.

Knowledge of solid state electronics and electronic testing equipment.

Knowledge of federal and state radio regulations.

Knowledge of the installation, maintenance, and theory of operation of avionic transmitting and receiving equipment.

Knowledge of the basic principles of design of avionic radio equipment.

Knowledge of current developments in the field of communications.

Knowledge of the operation of single engine, fixed-wing aircraft

Knowledge of federal air regulations relative to pilots' privileges, restrictions and obligations.

Knowledge of weather and weather interpretation including the effect of weather on flight characteristics.

Knowledge of airport procedures, including proper methods of approach.

Knowledge of the techniques of loading an aircraft so as to achieve proper balance.

Knowledge of the geography, topography, navigation, and weather conditions of Michigan.

Ability to pilot a single engine, fixed-wing aircraft.

Ability to read and use schematic diagrams in installation and repair work.

Ability to locate and correct causes of communications equipment failure and to make repairs or adjustments.

Ability to determine when equipment is not operating properly.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Aviation-Communications Technician 12 (Senior Worker)
Ability to pilot aircraft in instrument conditions.

Aviation-Communications Technician 12 Lead Worker
Ability to explain instructions and guidelines to others effectively.

Ability to organize and coordinate the work of the unit.

Ability to determine work priorities and assign work to employees.

Working Conditions

Some jobs require travel.

Work is performed at sites throughout the state that necessitate transport, to and from, by small aircraft.

At the experienced level and above, the employee is expected to pilot the aircraft, in addition to performing aviation communications technician assignments.

Physical Requirements

None.

Education

Possession of an associate's degree in avionics or electronic technology.

Experience

Aviation Communications Technician 9
No specific type or amount is required.

Aviation Communications Technician 10
One year of experience in the installation, maintenance and theory of operating avionic transmitting and receiving equipment.

Aviation Communications Technician E11
Two years of experience in the installation, maintenance and theory of operating avionic transmitting and receiving equipment.

Aviation Communications Technician 12
Three years of experience in the installation, maintenance and theory of operating avionic transmitting and receiving equipment, including one year of experience equivalent to the Aviation-Communications Technician E11.

Special Requirements, Licenses, and Certifications

Aviation Communications Technician 9-12
Possession of a General Radiotelephone Operator License issued by the Federal Communications Commission.

Aviation Communications Technician 10
Possession of FAA certification of one type of aviation navigational system maintained by the State of Michigan, such as but not limited to, Microwave Landing Systems (MLS), VHF Omnirange (VOR) Stations, and Distance Measuring Equipment (DME) Stations.

Aviation-Communications Technician E11
Possession of a Private Pilot's License (for transportation to job sites).

Possession of FAA certification of two (2) types of aviation navigational systems maintained by the State of Michigan, such as, but not limited to, Microwave Landing Systems (MLS), VHF Omnirange (VOR) Stations, and Distance Measuring Equipment (DME) Stations.

Aviation-Communications Technician 12
Possession of a Private Pilot's License with and instrument rating (for transportation to job sites).

Possession of all FAA letters of certification to maintain aviation navigational systems maintained by the State of Michigan, such as, but not limited to, Microwave Landing Systems (MLS), VHF Omnirange (VOR) Stations, and Distance Measuring Equipment (DME) Stations.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code	Job Code Description
AVICOMTCH	Aviation Communications Technician

Position Title	Position Code	Pay Schedule
Aviation Communications Technician -E	AVCMTCHE	L32-007
Aviation Communications Technician -A	AVCMTCHA	L32-013

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